

**Employee Cooperative Association  
Vacancy Announcement  
GENERAL MANAGER**

**OPEN TO:** ALL INTERESTED CANDIDATES

**POSITION:** General Manager

**OPENING DATE:** Tuesday, February 18, 2014

**CLOSING DATE:** Tuesday, March 4, 2014

**WORK HOURS:** Full-time, 40 hours/week

**SALARY:** To be determined

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The Employee Cooperative Association (ECA) Board of Directors (BOD) in Rabat is seeking an individual for the position of General Manager.

**BASIC FUNCTION OF POSITION:**

Cooperate with the BOD, work with the appointed committees, advise management, further the plans and goals of the association, and implement policies and operating procedures of the BOD. Administer association general business; forecast association fiscal, personnel and property needs; budget for operations; and interact with the membership. Attend meetings of the BOD and offer professional opinion on matters under discussion, make suggestions or recommendations for changes in the Board's policy within your scope of operations. Consult with the Board when it contemplates changes in policy that may affect any or all of the operations, suggest or recommend changes, and direct the implementation of such changes. Hire personnel, make work assignments, review the hiring selections of the other department heads, and discharge employees when the need arises. Delegate authority to the various department heads, train them in effective management techniques, and make any necessary personnel or task changes for the successful and efficient operation of the association. Resolve interdepartmental disputes and implement the policies concerning employer-employee relations. Write directives; prepare manuals; plan work schedules; and define the rules, regulations, and day-to-day policies for the association employees. Direct the finances of the association and initiate the methods and procedures that will result in the financial position desired by the BOD. Maintain the standards and quality of the merchandise, services, facilities, and employee customer relations. Maintain/develop a sound internal control system to deter employee and customer theft, track inventory and funds, and to provide overall safeguards of all of the association assets.

**QUALIFICATIONS REQUIRED**

1. Must read, write and speak English fluently.
2. Must have a minimum of five years of management experience in an American business environment which included staff supervision, quality control, budgeting and operations.

**TO APPLY**

Interested applicants for this position must submit the following documents by e-mail to [eca@mtds.com](mailto:eca@mtds.com) with '**RECRUIT GENERAL MANAGER**' in subject line.

1. A current resume or curriculum vitae showing the required experience, written in English.
2. A written statement describing what the ECA is and how it supports the U.S. mission in Morocco. Please keep this under 500 words, and use it to show off your English language proficiency.